

WATER ACCOUNT CHANGE REQUEST

Name of Person Calling: _____ Date: _____

Phone #: _____ Acct# _____ Service Address _____

The Person Calling Is: **(If unsure, please confirm)**

New Tenant Previous Tenant New Owner Previous Owner Other: _____

The Reason for Calling:

Check One of the Following:

____ Billing Address Change Date to begin change _____

New Address: _____

____ Change of Tenant (from one tenant to another tenant)

Date the new tenant moves in _____

New Tenant's Info: Name _____
 Address _____

 Phone # _____

____ Tenant Moving Out & Acct goes back in Owner's Name Date the tenant is leaving _____

Owner's Name _____

Address _____

Phone # _____

Check boxes if the following was done:

☐ **Balance Given to person calling**

☐ **NOTIFY OWNERS:**

If the tenant fails to pay the water bill, the owner will be responsible for payment in full or service will be disconnected

☐ **NOTIFY OWNERS & TENANTS:**

THE BALANCE MUST BE PAID WITH A \$0.00 BALANCE PRIOR TO TENANT/OWNER CHANGE

Person Taking Call: _____